



January 20<sup>th</sup>, 2014

Hector M. Danois  
Environmental Engineer  
RCRA/OPA Enforcement and Compliance Branch  
United States Environmental Protection Agency  
Region 4  
Atlanta Federal Center  
61 Forsyth Street  
Atlanta, Georgia 30303-8960

SUBJ: RCRA Compliance Evaluation Inspection  
Micro Matic USA LLC  
EPA ID. No.: FLR 000 194 654

Dear Mr. Danois:

On Dec 6h, 2014, I received the EPA RCRA Site Inspection Report, from the Compliance Evaluation Inspection (CEI) that was conducted by you on May 1, 2014.

Enclosed you will find my reply and the actions we are taking to abate the deficiencies of RCRA regulations that were discovered during the CEI.

Copies of the documents, tables or procedures listed on this reply are available upon request.

If you have any suggestions or questions regarding this matter, please do not hesitate to contact me by phone or by email.

Sincerely,

Rene Gonzalez  
Special Projects, Facility  
and Safety Manager

Enclosures

cc: Elizabeth Knauss, FDEP SW District  
Tim Bahr, FDEP Tallahassee  
File



List of Deficiencies and status:

1 - Hazardous waste storage

- MM failed to emptied every 90 days the hazardous waste tanks, documenting daily inspections and evaporator equipment showing some corrosion

Status: **Complete**

2 – Hazardous waste storage

- MM failed to obtain a permit for storing and disposing hazardous waste for more than 90 days and to dispose hazardous waste within 90 days

Status: **Complete**

3 – Hazardous waste storage

- MM failed to label two hazardous waste containers with “Hazardous Waste”

Status: **Complete**

4 – Stamping

- MM failed making a waste determination on wipe rags used to clean brass faucets

Status: **In progress. To be completed by Feb 20/2015**

5 – Recordkeeping

- MM failed performing and documenting hazardous waste tanks inspections weekly

Status: **Complete**

6 – Recordkeeping

- MM failed performing and documenting hazardous waste tanks inspections daily

Status: **Complete**

7 – Recordkeeping

- MM failed implementing HazWOPER training program for employees managing hazardous waste

Status: **In progress. To be completed by Feb 27/2015**





Hazardous Waste Tank Daily Inspection procedure was re-enforced and started documenting the inspections on 07/2014 (document below for reference)

		<h1>Checklist</h1>	
Containment System Inspection (Daily) (Environmental Health and Safety SOPs)		Checklist Number: 4112 Section 3 Page: 1 of 2	Revision: 2
Prep by/date: RG/KGC / 09/06/12	SME: R. Gonzalez	Approved by/date:	Valid: 12/18/12

## Checklist 4112 - Containment System Inspection (Daily)

Initial/Date	Are containment structures, piping, and associated equipment free from cracks and leaks?		Is the containment area free of liquids and other debris?		Is piping and associated equipment properly labeled?		Are the chemical feed pumps operating correctly?		Are wastewater transfer pumps operating properly and free from leaks?		Are the chemical feed tanks labeled?		Tank Identification <sup>1</sup>
KC 072414	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	Hazard Waste Tanks
KC 072514	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	
KC 072814	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	
KC 072914	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	
KC 073014	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	
KC 080114	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	
KC 080414	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	
KC 080414	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	

### Deficiency 2 Hazardous waste storage.

MM may have failed to adhere to a condition for exemption from Fla. Stat. § 403.722 [RCRA § 30051 given in Fla. Admin. Code Ann. r. 62-730.160(1) [40 C.F.R. § 262.34(b)]]. This regulation requires a generator who stores hazardous waste for more than 90 days must obtain a permit for the treatment, storage, and disposal of hazardous waste in accordance with the requirements of Fla. Admin. Code Ann. r. 62-730.220 [40 C.F.R. Part 270].

### CAPAS:

Employee responsible for handling Hazardous waste disposal has been trained to ensure the hazardous waste is disposed within the period allowed by this regulation.



Deficiency 3 Hazardous waste storage.

*MM may have failed to adhere to a condition for exemption from Fla. Stat. § 403.722/RCRA § 30051 given in Fla. Admin. Code Ann. r. 62-730.160(1) [40 C.F.R. § 262.34(a) (3)]. This regulation requires containers of hazardous waste that are accumulated on-site to be marked with the words "hazardous waste." MM is in apparent violation by not properly labeling the 250-gallon tote and 55-gallon container of caustic process water.*

**CAPA:**

Hazardous waste containers were labeled properly right after the inspection.

Employees handling hazardous waste have been trained to follow this regulation.



Deficiency 4 Stamping.

*Pursuant to Fla Admin. Code Ann. r. 62-730.160(1) [40 C.F.R. § 262.111], a person who generates a solid waste is required to determine if that waste is a hazardous waste. MM is in apparent violation of this regulation by not making a waste determination on the wipes or rags.*

**CAPAS:**

Contaminated rags will be sent to a laboratory to be analyzed, in order to make a determination if they are a hazardous waste.

Estimated completion date Feb. 20/2015

If rags are determined to be a hazardous waste, they will be handled following proper hazardous waste regulations.



# Deficiency 5 Recordkeeping.

MM has failed to adhere to a condition for exemption from Fla. Stat. § 403.722 [RCRA § 30051 given in Fla. Admin. Code Ann. r. 62-730.160(1) [40 C.F.R. § 262.34(a) (1) (i) which incorporates 40 C.F.R. § 265.1 74]. This regulation requires a generator must inspect containers of accumulated hazardous waste for leaks and deterioration on a weekly basis. MM is in apparent violation of this regulation by not conducting weekly inspections on containers storing hazardous waste.

## CAPAS:

Hazardous Waste Tank Weekly Inspection procedure was re-enforced and started documenting the inspections on 05/2014 (document below for reference)

		<h1>Checklist</h1>	
Hazardous Waste Container and Tank-Specific Criteria Inspection (Weekly) (Environmental Health and Safety SOPs)			Checklist Number: 4115 Clause: 25 Page: 1 of 2 Revision: 2
Prep by/date: RG/KGC / 9/06/12	SME: R. Gonzalez	Approved by/date:	Valid: 12/18/12

## Checklist 4115 - Hazardous Waste Container and Tank-Specific Criteria Inspection (Weekly)

Area Number or Description:								
Initial/Date	Containers and tanks labeled AND labels clearly visible	Containers closed	No visible signs of tank or container corrosion, bulging, or deterioration	No signs of release from tanks or containers	Compatible with contents	Empty containers labeled	Containers on pallets, aisle space and stacking height observed	Comments/Containers
5/27/14	P (F)	(P) F	(P) F	(P) F	(P) F	(P) F	(P) F	
5/28/14	P (F)	(P) F	(P) F	(P) F	(P) F	(P) F	(P) F	
6/3/14	P (F)	(P) F	(P) F	(P) F	(P) F	(P) F	(P) F	
6/4/14	P (F)	(P) F	(P) F	(P) F	(P) F	(P) F	(P) F	
6/10/14	P (F)	(P) F	(P) F	(P) F	(P) F	(P) F	(P) F	
6/16/14	(P) F	(P) F	(P) F	(P) F	(P) F	(P) F	(P) F	
6/23/14	(P) F	(P) F	(P) F	(P) F	(P) F	(P) F	(P) F	
7/1/14	(P) F	(P) F	(P) F	(P) F	(P) F	(P) F	(P) F	
7/7/14	(P) F	(P) F	(P) F	(P) F	(P) F	(P) F	(P) F	



# Deficiency 6 Recordkeeping.

MM has failed to adhere to a condition for exemption from Fla. Stat. § 403.722 [RCRA § 30051 given in F/a. Admin. Code Ann. r. 62-730.160(1) [40 C.F.R. § 262.34(a) (1) (ii) which incorporates 40 C.F.R. § 265.1951. This regulation requires a generator must inspect tanks of accumulated hazardous waste for leaks and deterioration on a daily basis. MM is in apparent violation of this regulation by not conducting daily inspections on a tank storing hazardous waste.

## CAPAS:

Hazardous Waste Tank Daily Inspection procedure was re-enforced and started documenting the inspections on 07/2014 (document below for reference)

		<h1>Checklist</h1>	
Containment System Inspection (Daily) (Environmental Health and Safety SOPs)		Checklist Number: 4112 Section 3 Page: 1 of 2 Revision: 2	
Prep by/date: RG/KGC / 09/06/12	SME: R. Gonzalez	Approved by/date:	Valid: 12/18/12

## Checklist 4112 - Containment System Inspection (Daily)

Initial/Date	Are containment structures, piping, and associated equipment free from cracks and leaks?		Is the containment area free of liquids and other debris?		Is piping and associated equipment properly labeled?		Are the chemical feed pumps operating correctly?		Are wastewater transfer pumps operating properly and free from leaks?		Are the chemical feed tanks labeled?		Tank Identification <sup>1</sup>
KC 072414	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	Hazard Waste Tanks
KC 072514	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	
KC 072814	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	
KC 072914	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	
KC 073014	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	
KC 080114	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	
KC 080414	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	
KC 080414	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	P	<input checked="" type="radio"/>	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	<input checked="" type="radio"/>	F	



#### Deficiency 7 Recordkeeping.

*MM has failed to adhere to a condition for exemption from Fla. Stat. § 403.722 [RCRA § 30051 given in F/a. Admin. Code Ann. r. 62-730.160(1) (40 C.F.R. § 262.34(a) (4) which incorporates 40 C.F.R. § 265.161. This regulation requires the facility to develop and implement a complete personnel training program to ensure compliance with hazardous waste management regulations. MM is in apparent violation of this regulation by not providing training to personnel that manage hazardous waste, as well as job title and position description describing requisite skill, education, or other qualifications, and duties of employees assigned*

#### **CAPAS:**

Employees managing hazardous waste have been scheduled to receive HazWOPER training.  
Estimated completion date Feb 27/2015.

The Personnel Assignments procedure was released on Dec 8/2012. (document below for reference)

MICRO MATIC	Procedure		
Personnel Assignments (Environmental Health and Safety SOPs)		Procedure Number: 4032 Section 1 Page: 1 of 2 Revision: 1	
Prep by/date: RG/KGC / 09/06/12	SME: R. Gonzalez	Approved by/date: APPROVED	Valid: 12/08/12

#### **PURPOSE:**

The purpose of this procedure is to ensure management and availability of job titles and the corresponding qualifications and responsibilities related to the Environmental and Health & Safety SOPs.

#### **VALIDATION:**

This procedure applies to all job titles and the corresponding qualifications and responsibilities related to the Environmental and Health & Safety SOPs.





The Personnel Assignment Table was released on Dec 8/2012. (document below for reference)

		Table	
Personnel Assignment (Environmental Health and Safety SOPs)		Table Number: 4033 Quality Control Clause Number: 23 Page: 1 of 2	Revision: 2
Prep by/date: RG/KGC / 9/06/12	SME: R. Gonzalez	Approved by/date:	APPROVED <small>APPROVED BY: R. GONZALEZ / 12/08/12</small>

**Table 4033 – Personnel Assignment**

Job Title in SOP	Person Currently Filling Position
MMUSA, LLC President	Torben Toftegaard
Safety Manager	Rene Gonzales
Human Resources Manager	Pamela Baldwin
Human Resources Coordinator	Pamela Baldwin
Compliance Coordinator, Health & Safety	Rene Gonzalez
Compliance Coordinator, Training	Rene Gonzalez
Compliance Coordinator, Wastewater	Pamela Baldwin
Emergency Coordinator	Kevin Crowley
	Rene Gonzalez



The Job Descriptions for Environmental Job Titles Procedure was released in Dec 08/2012. (document below for reference)

MICRO MATIC		Procedure	
Job Descriptions for Environmental Job Titles in SOP (Environmental Health and Safety SOPs)		Procedure Number: 4034 Section 1 Page: 2 of 4	Revision: 1
Prep by/date: RG/KGC / 08/08/12	SME: R. Gonzalez	Approved by/date:	Valid: 12/08/12

- emergency response, and the appropriate use of personal protective equipment.
- viii. Basic knowledge of chemistry, toxicology, and chemical compatibility.

2. Hazardous Waste Manager.

a. Responsibilities.

- i. Overall responsibility for the collection, source separation, off-site transportation, and proper disposal of hazardous waste generated at the plant.
- ii. Ensures that personnel handling hazardous waste are adequately trained as described in Procedure 4076.
- iii. Ensures that each area of the plant handles hazardous waste according to plant policy, the SOP, and applicable local, state, and federal laws.
- iv. Ensures that hazardous waste in the main hazardous waste accumulation area is properly packaged, marked, and labeled according to Procedure 4193.
- v. Arranges transportation of the hazardous waste off-site prior to the end of the 90-day accumulation period and prepares a Uniform Hazardous Waste Manifest and Land Disposal Restriction form as required by law.
- vi. Supervises pre-shipment preparation of containers and must be present during loading of containers onto outside vendor's vehicle.

b. Qualifications.

- i. Operations job title or level must be the Director of Manufacturing, Plant Manager, Maintenance Supervisor, or Department/Building Supervisor of site.
- ii. Trained at the 40-hour hazardous waste operations level.
- iii. Working knowledge of local, state, and federal laws regarding hazardous waste.
- iv. Understands training requirements.
- v. Knowledgeable about the procedures contained in the SOP regarding emergency response, and the appropriate use of personal protective equipment.
- vi. Basic knowledge of chemistry, toxicology, and chemical compatibility.
- vii. Trained at the Awareness, Handler, and Management levels described in Procedure 4076.



The Hazardous Waste Personnel Training was released on Dec 9/2012. (document below for reference)

MICRO MATIC		Procedure	
Hazardous Waste Personnel Training (Environmental Health and Safety SOPs)		Procedure Number: 4078 Section 2 Page: 1 of 3	Revision: 1
Prep by/date: RG/KGC / 9/06/12	SME: R. Gonzalez	Approved by/date:  APPROVED	Valid: 12/09/12

**PURPOSE:**

The purpose of this procedure is to ensure Hazardous Waste Personnel Training is implemented and managed in the company.

**VALIDATION:**

This procedure applies to appropriate employees, according to training procedures.

**RESPONSIBILITIES:**

Safety Manager (RG) has the responsibility for ensuring compliance with this procedure.

**DESCRIPTION:**

The training outlined in this procedure is intended to meet the requirements for Hazardous Waste Personnel and Hazardous Waste Operations Training.

1. Applicability.
  - a. Training at the plant must be given to appropriate persons at different levels of detail. The levels of training in order of least to most specific are as follows:
    - i. Awareness.
    - ii. Handling.
    - iii. Management.
  - b. Each job title must be evaluated according to the following criteria to determine the appropriate level of training for the position.
    - i. The responsibility and management level of the individual employee.
    - ii. The nature and degree of responsibility for management of hazardous materials and hazardous waste.
    - iii. Participation in inspection and recordkeeping activities.
    - iv. Level of involvement in emergency response activities
  - c. Based on the criteria the following levels of training are necessary for each job title:
    - i. All employees, including office personnel: Awareness training.
    - ii. Maintenance Personnel: Awareness and Handling Training.
    - iii. Hazardous Waste Handlers: Awareness and Handling Training.
    - iv. Hazardous Waste Manager and Supervisors: Awareness, Handling and Management Training.
2. Interval: Training must be provided at the following intervals:
  - a. New employees must be trained within six months of being hired.
  - b. Transferred, reassigned, or promoted employees must be trained within thirty days of



The Inspection Interval Matrix was released on Dec 29/2012. (document below for reference)

MICRO MATIC		Table			
Inspection Interval Matrix (Environmental Health and Safety SOPs)				Table Number: 4102 Clause: 25 Page: 1 of 3	
Revision: 3		Prep by/date: RG/KGC / 9/06/12		SME: R. Gonzalez	Approved by/date: <b>APPROVED</b>
Valid: 12/29/12					

**Table 4102 - Inspection Interval Matrix**

Inspection Interval Matrix					
Inspection	Frequency	When	Procedure	Responsible	Report To
Power Press	Daily	Prior to First Use	4127	Operator	Production Supervisor (KL)
Containment System	Daily	Prior to First Use	4110	Maintenance (Ty)	Facilities Manager (RG)
Hazardous Wastewater Tank (Daily)	Daily	Prior to First Use	4110	Operator	Facilities Manager (RG)
Forklift (Daily)	Daily	Prior to First Use	4121	Warehouse Designee	Warehouse Supervisor (LH)
					Production